“Go Paperless” for Annual (W-2) Statements

2. Select “User Login”

Enter your username and password to log into the Portal and Select OK
3. All employees who are receiving their pay by direct deposit or pay card will need to complete a Direct Deposit Authorization Form. This form is required to enroll in direct deposit by completing a Direct Deposit Authorization Form. Employees who are not receiving their pay by direct deposit or pay card will not need to complete this form.

The Direct Deposit Authorization Form should be mailed or faxed to the address shown on the Form.

Please click on the following link for direct deposit information and forms: https://www.ags.uga.edu/index.php?option=com_docman&task=cat_view&gid=126&Itemid=52

Welcome To Your Employee Portal
Your one-stop source for HR/Payroll/Benefits/Time Card Information

To access the eTime system, go to the "Time & Attendance" dropdown and select "Welcome" via the "employee" role.
To access your benefits, select the "Benefits" dropdown via the "employee" role.
To check and update personal information, go to the "Personal Information" dropdown via the "employee" role.
To review or update your tax withholding, direct deposits, or view your pay stubs, select the "Pay & Taxes" dropdown via the "employee" role.

For assistance with this system, please contact your local HR department.

Recommended Links:

Useful Links: University System of Georgia

Portal Upgrade Information

- New Portal Navigation Design Overview
- New Portal Navigation Design Overview Quick Tips
- AGS Portals Release 6.0 Product Release Update

Payment Information

4. Annual Statements

Go Paperless | Select Notification Options | Change E-mail Address

Annual Statement Summary

This page displays the annual tax forms available for viewing. Click the tax year to view details. Tax forms remain online for 3 years.

* You will need the Adobe Reader plugin (most people already have it). If you don’t have it installed, you can click here or contact your IT department for assistance.

2010
5.

**Annual Statements**

**Go Paperless**

You can choose to stop receiving paper copies of your statements and access your statements online. You may go back to receiving paper statements at anytime.

- **Access my annual statements (W-2s, W-2Cs and 1099s) online only**

By selecting this option, you will access your annual statements (W-2s, W-2Cs and 1099s) online only. You will no longer receive paper copies. After you click Next, you need to accept terms and conditions and then verify that you can view your statement online.

When a new annual statement becomes available on the website, an e-mail notification will be automatically sent to the e-mail address that you provided. If your e-mail address changes, click **Change E-mail Address** on the Annual Statements home page to update your e-mail address.

If your 1099 is corrected, your corrected form will be delivered via the U.S. mail, and may not be available on the website. You may need to print your 1099 in order to attach it to any applicable Federal, State, or local income tax return.

[Next] [Cancel]

---

6.

**Annual Statements**

**Go Paperless**

You can choose to stop receiving paper copies of your statements and access your statements online. You may go back to receiving paper statements at anytime.

- **Access my annual statements (W-2s, W-2Cs and 1099s) online only**

By selecting this option, you will access your annual statements (W-2s, W-2Cs and 1099s) online only. You will no longer receive paper copies. After you click Next, you need to accept terms and conditions and then verify that you can view your statement online.

When a new annual statement becomes available on the website, an e-mail notification will be automatically sent to the e-mail address that you provided. If your e-mail address changes, click **Change E-mail Address** on the Annual Statements home page to update your e-mail address.

If your 1099 is corrected, your corrected form will be delivered via the U.S. mail, and may not be available on the website. You may need to print your 1099 in order to attach it to any applicable Federal, State, or local income tax return.

[Next] [Cancel]
7. Agreement to Stop Receiving Paper Annual Statements

Click Accept to stop receiving paper statements. Click Cancel to return to the Annual Statement Summary page.
1. By accepting to go paperless, you consent to stop receiving paper annual forms (W-2s, W-2Cs and/or 1099s) and access your forms only on the ADP website. If you are a Puerto Rico W-2 or 1099-R, paper will still be sent.
2. Your consent applies to annual forms furnished every year until that consent is withdrawn.
3. Hardware and Software required. A computer with Internet access, a browser capable of displaying most common Internet web pages, and the ability to view your online forms. Note: You will need to confirm your ability to view your online forms on the following page.
4. You may withdraw your consent at any time by changing your election on the secure website. If you withdraw your consent, you will receive a confirmation message via e-mail. If you no longer have access to the Internet, you must contact your payroll administrator to withdraw your consent. If your payroll administrator withdraws consent on your behalf, you will receive a confirmation letter from your employer.

Accept  
Cancel

8. Please enter the confirmation number shown below into the designated area.

BLUUMGUOXAFJ

Enter confirmation number here:

BLUUMGUOXAFJ

Save  
Cancel

Complete your electronic signature by typing the confirmation number shown above in the box at the bottom of the page.
9.

Please enter the confirmation number shown below into the designated area.

BLUUMGUOXAOFJ

Select "Save"

10.

Annual Statements

Thank You
Your annual filing form will remain on the website for 3 years. Click Done to save your settings.
Thank you for choosing to stop receiving paper copies of your annual forms (W-2, W-3, and/or 1099) and access these forms on the secure website only.
Reminder: When your latest annual form becomes available on the website, a notification will be sent automatically to the e-mail address that you provided.

E-mail Address: pennida@usc.edu

Select "Done" if the default e-mail address provided is OK. This completes your enrollment for paperless W-2s.

OR

Select "Edit" if you would like your notification sent to a different e-mail address - proceed to steps 9 and 10.
11. **Annual Statements**

**Change Your E-mail Address**

*Important:* Changing this e-mail address affects notification for both pay statements and annual statements.

<table>
<thead>
<tr>
<th>Current E-mail Address</th>
<th><a href="mailto:jcanida@ssc.usgs.edu">jcanida@ssc.usgs.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>New E-mail Address:</td>
<td></td>
</tr>
</tbody>
</table>

[Arrow pointing to Save and Cancel buttons]

**Input new e-mail address and select "Save"**

12. **Annual Statements**

*Thank You*

Your annual filing form will remain on the website for 5 years. Click Done to save your settings.

*Thank you for choosing to stop receiving paper copies of your annual forms (W-2, W-2C and/or 1099) and access these forms on the secure website only.*

*Reminder:* When your latest annual form becomes available on the website, a notification will be sent automatically to the e-mail address that you provided.

<table>
<thead>
<tr>
<th>E-mail Address:</th>
<th><a href="mailto:jcanida@ssc.usgs.edu">jcanida@ssc.usgs.edu</a></th>
</tr>
</thead>
</table>

[Arrow pointing to Done and Cancel buttons]

**Select "Done" and this completes your enrollment for paperless W-2s.**